

Cheltenham Borough Council
Audit Committee – 23rd March 2011
Monitoring of Action Plans approved by the Council

Accountable officer	Andrew North, Chief Executive
Accountable scrutiny committee	Economy and business improvement
Ward(s) affected	None directly
Executive summary	<p>On 22nd March 2010, the Council approved Action Plans in response to recommendations made by the Council's Auditors, KPMG in a report in the Public Interest relating to the Council's decision making processes and to recommendations made by a Member Working Group set up to review employment and dispute resolution processes.</p> <p>The Council delegated responsibility to the Audit Committee to monitor implementation of the Action Plans. Monitoring reports have been considered by the Committee in June and September 2010 and in January 2011. At its last meeting, the Committee noted that the majority of the actions approved by the Council (23 out of 26 KPMG recommendations and 11 out of 13 Working Group recommendations) had been completed. The remaining actions were either partially completed or in the process of completion. A table has been produced at Appendix 1 which contains only those actions which had not been fully completed when the Action Plan was last reviewed by the Committee in January 2011. The table indicates the progress which has been made since January in respect of those outstanding actions.</p>
Recommendations	The Committee considers the information set out in Appendix 1 and reviews progress against the actions.

Financial implications	<p>There are no financial implications arising directly from this report.</p> <p>Contact officer: Paul Jones, paul.jones@cheltenham.gov.uk, 01242 775154</p>
Legal implications	<p>There are no legal implications arising directly from this report.</p> <p>Contact officer: Sara Freckleton, sara.freckleton@teWKesbury.gov.uk, 01684 272011</p>
HR implications (including learning and organisational development)	<p>There are no HR implications arising directly from this report.</p> <p>Contact officer: Amanda Attfield, amanda.attfield@cheltenham.gov.uk 01242 264186</p>
Key risks	See attached report risk template.

<p>Corporate and community plan Implications</p>	<p>Producing an action plan that is monitored by the Audit Committee meets the Council's corporate commitment to comply with KPMG and Review Working Group recommendations.</p> <p>A corporate risk has been identified and placed on the Corporate Risk Register (Appendix 2). The actions described within the action plan will minimise the risk to the Council's reputation and financial resources.</p>
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1. Background

- 1.1 On 22nd March 2010, the Council considered a report in the Public Interest (PIR) which was issued by KPMG regarding the Council's decision making processes arising from a review of the Council's decision making processes for the High Court litigation against its former Managing Director. At the same meeting, the Council received a report from a Member Working Group which was set up to review the KPMG report, recruitment and appointment processes and the internal processes for dispute resolution.
- 1.2 The Council accepted the recommendations made by KPMG in the PIR and by the Working Group and approved Action Plans in response to each.
- 1.3 Responsibility was delegated to the Audit Committee to monitor the implementation of the Action Plans which were approved by the Council. This Committee has now reviewed progress against the Action plans on three occasions, in June and September 2010 and in January 2011.

2. Progress against Action Plans

- 2.1 In January 2011 it was reported to the Committee that the majority of the actions approved by the Council had been completed, with the remainder having been partially completed or in the course of completion. Of the actions approved by the Council, 23 out of 26 of the KPMG recommendations and 11 of the 13 Working Group recommendations had been fully completed / implemented.
- 2.2 The table attached as Appendix 1 contains only those actions which were yet to be fully completed/implemented at the time of the Committee's last review in January 2011. The table is divided into Part A (actions in response to KPMG recommendations) and Part B (actions in response to Review Working Group recommendations) and indicates the progress made to date against each of the individual action points.
- 2.3 It is clear from Appendix 1 that there are now only three actions which have yet to be fully completed. One relates to KPMG recommendation 8 (centralised log of decisions) as further consideration needs to be given to whether or not the Council's Committee management system can be used to record and monitor decisions taken by Committees/ Cabinet, before this action can be completed. As far as the implementation of the training programme, KPMG recommendation 16, is concerned, this is being implemented on a slightly delayed timescale to reflect the Council's current budgetary constraints. The remaining outstanding action relates to the Review Working Group recommendation 10 (deputising for statutory officers in extended periods of absence) which will be concluded as part of the current review of the Council's Constitution.

3. Reasons for recommendations

3.1 To comply with the decision of the Council that the Audit Committee should monitor the approved Action Plans

4. Alternative options considered

4.1 None

5. Consultation and feedback

5.1 None

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Appendices	<ol style="list-style-type: none">1. Extract from KPMG/Review Working Group Action Plans Table2. Risk Template
Background information	<ol style="list-style-type: none">1. Reports to and Minutes of Extraordinary Council Meeting held on the 22nd March 2010